



APPLICATION TO OPERATE AS A FOOD VENDOR AT A FARMERS MARKET/FOOD MARKET

NOTE: THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND RETURNED TO THIS OFFICE AT LEAST TEN (10) WORKING DAYS PRIOR TO THE SCHEDULED EVENT. Incomplete applications may not be accepted. Application for a permit to operate does not guarantee that a permit will be granted. Permit approval is based upon compliance with state and local health ordinances, and with other applicable departmental requirements. In the event of denial, the first \$25 of the permit fee is non-refundable. Contact the city secretary at 210-957-3542 for details regarding application procedures. Annual permits are valid from January 1st to December 31st. Courtesy renewal reminders will be sent for annual permits only. It is the holder's responsibility to renew.

Please complete and return pages one (1) and two (2) of this application, along with the applicable permit fee, and keep the attached guidelines. Fees must be made payable to: CITY OF BALCONES HEIGHTS.

PERMIT FEE: (Check Box) \$100.00 Annual \$50.00 120 Consecutive Days \$10.00 Per Day
Sampler Fee: No Fee if you meet sampler requirements on page 4.

Name of Market: _____
Address of Market: _____
Hours of Operation: _____
Days of Operation: _____
Event Sponsor/Contact Name: _____ Phone: _____

VENDOR RESPONSIBLE FOR CONCESSION OPERATIONS:

Booth or Vendor Name: _____
Operator Name: _____
Phone: (day) _____ (evening) _____
Date of Birth: _____ Driver's License Number/State: _____
Residence Address: _____ City: _____ State: _____ Zip: _____
Email Address: _____ Fax Number: _____

Mobile vending units including but not limited to food trucks, trailers, carts and mobile vending units must have current inspection and license from a Texas city or county health district. **Please attach a copy of the license to this application.**

All of the information contained in this application is true and correct to the best of the applicant's knowledge and belief. Applicant acknowledges that the permit applied for shall be subject to all provisions of the codes and statutes and all rules adopted under the codes and statutes of the State of Texas governing food service operations. Applicant attest to have read associated information in this application which details responsibilities and requirements for the concession operation and agrees to comply with requirements acknowledging that failure to comply may result in immediate cessation of operations.

Signature of Applicant

Date

Office use only

Date Paid: _____ Approved by: _____ Cash/Credit/Check #: _____

Date Issued: _____ Expiration Date: _____ Permit # _____ Exempt YES NO

Food items to be offered: _____

Please provide the following information:

1. Menu of all foods to be offered.
2. Copy of Manufactured Food license from DSHS (if applicable).
3. Copy of Grant of Inspection from DSHS Meat Safety Assurance Division for the sale of meat/poultry items (if applicable).
4. Copy of Commissary/Retail food license (if applicable).
5. Floor plan of booth – (Provide Photos if available).
6. Summary of your booth operations.
7. Applicable Fee.
8. List of employees working at booth.

Food to be produced:	Supplier:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Describe in detail, method of service & production: Example; All meat items are “smoked” only heat & serve is required. Example; potatoes will be washed & spiral cut on-site; all condiments for hamburgers will be prepared on-site. Example; all hotdog condiments will be offered from “squeeze dispensers” or will be individually packaged portions: _____

Please provide a detailed Floor Plan of your booth or attach photos.
Use space below to draw a site plan showing the cooking operations, hand washing & sink locations, and any accessory equipment. Note: service area must be covered (tent), tables must be skirted to the ground, flooring is required, screening on 3-sides is required for any extensive on-site preparation, etc., see pages 3 & 4.

If you are required to collect Texas Sales and Use Tax, you must add Balcones Heights to your locations on the Comptroller’s records. Taxable sales made in Balcones Heights are to be reported accurately to the Comptroller.

VENDOR FOOD SERVICE REQUIREMENTS

The following requirements are based upon the Texas Food Establishment Rules. The owner/operator is responsible for adhering to these requirements at all times.

Critical operational requirements:

Failure to comply with the following rules will result in immediate closure. Closure will be in effect until all items are corrected.

1. **Keep potentially hazardous foods below 41 degrees F. or above 150 degrees F.** All foods shall be initially cooked/heated above their minimum cooking temperatures. A temperature above 175 degrees F. for most hot foods should be sufficient.
2. **Leftover food shall not be reused.** During multiple day celebrations, each concession shall begin with new, fresh product.
3. **Hand washing station required.** A water container must be designed with a spigot that allows the user to wash hands freely without continuously depressing the spigot or tilting the container. Following handwashing, gloves or a hand sanitizer shall be used when handling foods.
4. **Provide utensil washing** if food preparation involves utensils. Provide 3 basins if no permanent facilities are on site. First basin is for washing and has detergent wash water only. The center basin is for rinsing and has only clean water (replaced as needed). The last basin is for soaking utensils for 1 minute in a sanitizing solution of 50-100ppm chlorine ($1\frac{1}{2}$ teaspoons bleach per gallon of clean water). Dry utensils in the air, or with paper towels only. **Remember proper sequence: WASH, RINSE, SANITIZE.**
5. **Utilize fuel or electricity for hot holding units.** Insulated containers with no active source of heat are unacceptable. *Sterno is not permitted for outdoor events.* Electric roasters or crock-pots shall be employed. All electrical connections shall be through outdoor rated equipment and shall be circuit breaker protected.
6. **Active refrigeration will be required for multiple day events.** Small amounts of food may be held within ice chest, which are constantly draining. Mechanical refrigeration shall be employed for bulk storage.

Operational requirements:

1. **Monitor food temperatures** with a metal stem-type thermometer. Thermometers should have a range of 0 - 220F degrees. Thermometers should be cleaned and sanitized between uses.
2. **Use only cutting boards, utensils, equipment, food preparation and serving surfaces that are constructed of easily cleanable materials.** Clean and sanitize these items frequently during the event.
3. **Use a set of utensils and surfaces to prepare raw or partially cooked foods, which are separate from the utensils and surfaces used to prepare fully cooked foods.**
4. **Test sanitizing solutions with chlorine test papers.** Sanitizing solution must be kept between 50-100ppm chlorine. Test papers can be found at restaurant supply houses.
5. **Use spray bottles or sanitizing solution buckets** with paper towels to frequently wipe counters and spot clean equipment.
6. **Store ice for drinks or consumption in their original bag** in an ice chest during service. Ice bags shall be punctured underneath to allow drainage and slit on the top to allow dispensing. Consumers shall not dispense their own ice for drinks. Ice shall be dispensed with scoops with handles. Nothing other than the scoop shall be stored in drink ice.
7. **Protect all food, utensils and paper goods from exposure to dirt, dust, and insects.** These items must be kept covered or wrapped to minimize exposure to potential contaminants. Keep cups wrapped in their original plastic sleeves until dispensed.
8. **Provide only condiments that are individually packaged or dispensed from an approved covered container.** Foil, plastic wrap, etc. do not provide adequate protection for bowl type dispensers. Use pump-type condiment dispensers.
9. Need a person who is a **Certified Food Manager on duty at all times.** Information on how to obtain food handler training and certification for this event can be obtained at the following Website: <https://www.dshs.state.tx.us/food-managers/faq.aspx>
10. A **Food Safety Management Notebook** containing a copy of the temporary vendor food permit issued for this event; food safety training certifications; names and phone numbers for all workers and volunteers working in the operation and other food safety procedures that may be needed for items being prepared and served must be available for review. A three-ring notebook can be used for this purpose.

Structural operations:

1. **Collect drainage** from ice bins, ice chest, beverage dispensers, handwashing, utensil washing, and similar equipment in buckets or pans for disposal in an approved location. Drainage must never be discarded on the ground at your booth.
2. **Provide covered garbage containers with plastic liners.**
3. **Provide floor covering** if your booth is not set up on asphalt or concrete. Flooring must be present in cooking, serving, food preparation, and utensil washing area. Approved floor coverings are concrete, asphalt, plywood, linoleum, or a surface approved in advance by the Health Authority.
4. **Provide overhead covering** above food preparation, cooking, serving, and utensil washing areas.
5. **Service tables must be skirted to the ground, if supplies are stored beneath.**
6. **Each concession must have an approved fire extinguisher.**
7. **Electric fans may be used** for fly control if necessary.
8. **A minimum of 10' separation** between heat producing sources and combustibles is required. All pits or other approved heat sources must be restricted from public access.

Food prepared outside the following parameters may be detained/or discarded.

1. **Serve only foods requiring minimum preparation such as seasoning, followed by cooking; no foods involving extensive preparation onsite shall be permitted outdoors.**
2. **Unapproved foods and/or unconfirmed food source product shall be destroyed.**
3. **No home preparation of potentially hazardous food or ice is allowed.**

SAMPLER REQUIREMENTS: No fee assessed if applicant can comply with the following regulations:

- Gloves shall be worn at all times and changed in between different applications when handling any “ready-to-eat” food products offered to the public.
- A liquid hand sanitizer shall be provided and used for hand disinfection by food handlers.
- Only non-potentially hazardous foods, which are served by & under the control of vendor personnel, are allowed.
- Sliced fruits and/or vegetables are prohibited for sampling.
- Reconstituted foods are prohibited; products such as dips or “**reconstituted**” condiments and/or sauces shall not be offered in greater than 8oz containers.
- No open, unmonitored, or unprotected trays or serving bowls may be used. Covered “domes” or other similar protective appliances may be utilized for product sampling.
- Public self-serve of product from communal trays and/or basins is not acceptable. Viral & bacterial cross-contamination is the issue.
- Only single service wares may be utilized; cups, spoons, etc. shall be disposable and must be kept in a protected location.
- Provide a copy of the manufacturer’s license.
- Product shall not be left unattended if accessible to the general public.

Cooking area shall be restricted from public access. A minimum 10' foot setback shall be maintained from all combustibles including the booth. No open flame grills permitted.

Cook Area/
BBQ Grill
(Location
Optional)

Food Prep / Cooking/ Hot Holding table.

Required Hand
washing Station
(Location Optional)

3 compartment sink,
or 3 wash basins for
washing food contact
equipment on site.
Wash, rinse, sanitize.



Table

Fire Extinguisher
(Location Optional)

Table

Packaged or wrapped foods and money
transactions may occur at front **table**/counter.

Over head cover and
table skirting with
restriction of access
to public is required.
Groundcover must
be concrete, asphalt,
wood, or other Dept
approved ground
cover.

Front of Booth: No food production allowed.
Only area where customers/public are allowed.

Sample Booth Layout